

Directions for Obtaining IRS Transcripts for Financial Assistance Applicants:

An IRS Return Transcript must be submitted with your completed financial assistance application in order to verify income and family size. By requiring government-verified documentation, we can ensure that fee assistance applications are processed fairly and consistently for all patrons. The document includes most line items from your tax return (Form 1040, 1040A or 1040EZ) as it was originally filed, including any accompanying forms and schedules. We will use your family's Adjusted Gross Income (AGI) to determine if you qualify for assistance based on the federal poverty guidelines and your family size. There is no fee to request a transcript and no limit on the amount of times it can be requested.

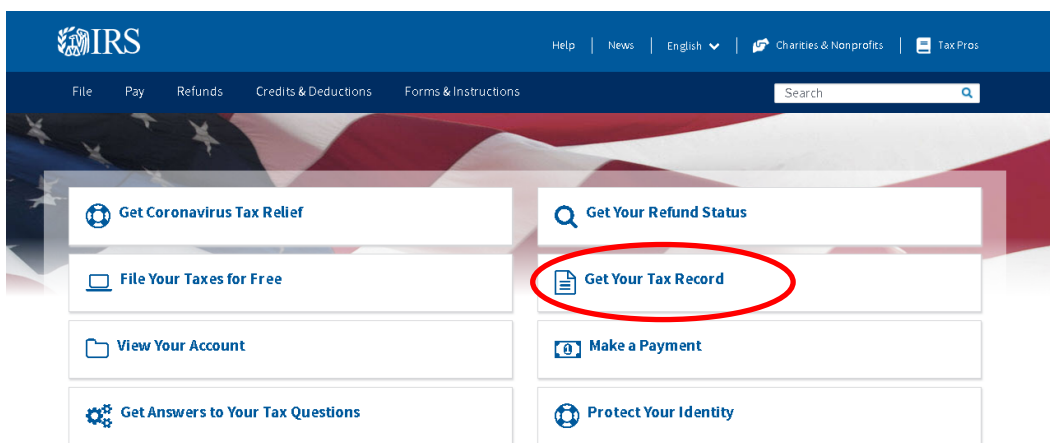
The **IRS Return Transcript** for the most recent tax year must be submitted (see below for yearly guidelines). If you did not file taxes in the most recent tax year, you must instead submit the **Verification of Non-Filing** to show that no transcript exists. Applications will not be reviewed by facility staff without one of these two documents.

Both forms can be obtained in several ways:

- **Online:** The fastest way to access your transcript. You can create an online account for same-day retrieval, or you can request that the transcript be sent to you via mail. See instructions below.
- **By Phone:** Call the automated retrieval service at 1-800-908-9946 and follow the voice-activated prompts.
- **In Person:** Visit a local IRS office (find a [list](#) of local offices).
- **By Mail:** Download a "Request for Transcript of Tax Return" (Form 4506-T) from www.irs.gov and send it by mail or fax as directed.

Get Transcript Online:

- Visit www.irs.gov. On the home page, click on Get Your Tax Record



Forms and Instructions

- Select “Get Transcript Online”.

Where to File [New Tax Transcript and the Customer File Number.](#)

Your Information

Tax Record (Transcript)

Third Party Authorization

Students

Employees

Parents

Military

Seniors & Retirees

International Taxpayers

Businesses and Self-Employed

Government Entities

You can get various Form 1040-series [transcript types](#) online or by mail. If you need your prior year **Adjusted Gross Income (AGI)** to e-file, choose the **tax return transcript** type when making your request. If you only need to find out how much you owe or verify payments you made within the last 18 months, you can [view your tax account](#).

The method you used to file your tax return, e-file or paper, and whether you had a balance due, affects your [current year transcript availability](#). **Note:** If you need a photocopy of your return, you must use [Form 4506](#).

Request Online

What You Need

To register and use this service, you need:

- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

What You Get

- All [transcript types](#) are available online
- View, print or download your transcript
- Username and password to return later

Get Transcript Online

Request by Mail

What You Need

To use this service, you need your:

- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
- date of birth, and
- mailing address from your latest tax return

What You Get

- Return or Account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

Get Transcript by Mail

Note: To use “Get Transcript Online”, you must have your SSN (Social Security Number) and immediate access to your email account to confirm your email address. Then you’ll need to answer personal, financial, and tax-related questions to verify your identity. They will require a valid credit card to verify your identity—it will not charge you, this is a free service.

- Create your www.irs.gov login. (It may take a few minutes or hours to receive account confirmation via email).
- Log into your account. Under “Get Transcript”, select the reason you need a transcript as “Income Verification.”

IRS

Signed in as: REBEKAH L. SUTFIN | Profile | Sign Out

Welcome, REBEKAH

Get Transcript

Select a reason you need a transcript:

Customer File Number: ?

Select Reason

- Select Reason
- Higher Education/Student Aid
- FEMA/Disaster Related
- State or Local Tax Issue
- Mortgage Related
- State Licensing
- Income Verification**
- Federal Tax
- Small Business Loan
- Health Care
- Immigration
- Housing Assistance
- Adjusted Gross Income
- Other

GO >

IRS Privacy Policy | Privacy

ice-webapp (version)

- Under “Return Transcript”, select the most recent year available. The document will open as a PDF which you can download, print, and staple to your application packet. If you did not file taxes for the most recent year, select the “Verification of Non-Filing” option instead.

Get Transcript

Select a reason you need a transcript: Income Verification

Customer File Number: GO

You selected: **Income Verification**
We suggest you download: **Return Transcript**

Below are the transcripts and years available:

Return Transcript	Record of Account Transcript
2018	2018
2017	2017
2016	2016
2015	2015

Account Transcript	Wage & Income Transcript
2018	2018
2017	2017
2016	2016
2015	2015

[Show All](#) [Show All](#)

Glossary

Return Transcript
Tax Return Transcripts show most line items from your tax return (Form 1040, 1040A or 1040EZ) as it was originally filed, including any accompanying forms and schedules. This transcript does not reflect any changes you, your representative or the IRS made after you filed your return. In many cases, a Return Transcript will meet the requirements of lending institutions offering mortgages and student loans.

Record of Account Transcript
Record of Account Transcripts combine the information from tax account and tax return transcripts.

Account Transcript
Tax Account Transcripts provide any adjustments either you or we made after you filed your return. This

Get Transcript by Mail:

- Visit www.irs.gov. On the home page, Select “Get Your Tax Record”.
- Select “Get Transcript by Mail”. A Spanish option is available as well (click “en Español”).

You can get various Form 1040-series [transcript types](#) online or by mail. If you need your prior year **Adjusted Gross Income (AGI)** to e-file, choose the **tax return transcript** type when making your request. If you only need to find out how much you owe or verify payments you made within the last 18 months, you can [view your tax account](#).

The method you used to file your tax return, e-file or paper, and whether you had a balance due, affects your [current year transcript availability](#). **Note:** If you need a photocopy of your return, you must use [Form 4506](#).

Request Online

What You Need

To register and use this service, you need:

- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

What You Get

- All [transcript types](#) are available online
- View, print or download your transcript
- Username and password to return later

[Get Transcript Online](#)

Request by Mail

What You Need

To use this service, you need your:

- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
- date of birth, and
- mailing address from your latest tax return

What You Get

- Return or Account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

[Get Transcript by Mail](#)

Note: To use Get Transcript by Mail, you will need your SSN or ITIN (Individual Taxpayer Identification Number), date of birth, and address from your latest tax return.

- Enter your SSN or ITIN, date of birth, street address, and zip code. Click “Continue”.

Get Transcript by Mail

See our [Privacy Notice](#) regarding our request for your personal information.

All fields are required.

Social Security Number (SSN) or Individual Tax ID Number (ITIN) ?

Date of Birth
MM/DD/YYYY

Street Address ?

ZIP or Postal Code ?

CONTINUE

- Under “Type of Transcript”, select “Return Transcript”. Under “Tax Year”, select the most recent option. Click “Continue”.

Get Transcript by Mail

Select Transcript Type ?

☒ Account Transcript

☐ Return Transcript

Select Tax Year ?

☐ 2018

☐ 2017

☐ 2016

☐ 2015

Customer File Number ?

Numeric input only (0-9)

CONTINUE

- The final screen will confirm that your request has been received, and you will receive the document in the mail in 5-10 days (after which you can submit it along with the financial assistance application to staff at the Greenbelt Community Center).

Get Transcript by Mail

We have accepted your request for a 2018 Return Transcript. Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.

If you need more than one copy of your transcript you are allowed to make copies for your personal records.

EXIT REQUEST A DIFFERENT TRANSCRIPT

- **Questions? Call Rebekah Sutfin at 240-542-2056 or email rsutfin@greenbeltmd.gov.**